# OTC - CCU and P&P District Court



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# OTC - Central Collection Unit (CCU) Adjustments

The Central Collection Unit (CCU) sends money monthly via an inter-agency transfer to AOC Department of Budget & Finance, for the money they collected that month. Below are the steps you should be following to record the money via the cash register, and steps to follow to return money to CCU by way of a Journal Adjustment to DBF.

### Step 1: Notification of Monies Received

AOC Department of Budget & Finance (DBF) sends an email with an excel spreadsheet of the monthly amount Central Collection Unit has collected for each Court.

# Step 2: Retrieving CCU Detail Report

CCU sends an email with a link to obtain a Detail report for each case and dollars collected by case. (See link below.)

A new file has arrived into the "/ Distribution / CCU Clients / 220153-000-DISTRICT COURT-BALTO CO / FROM: CCU / Statements" folder.

## Step 3: Balance DBF Funds Received to CCU Detail Report

The total amount from the detail report from CCU should equal the excel spreadsheet from DBF.

### Step 4: Print Payment Pages

Typically, the Accounting Clerk gives the report to a clerk to print the payment pages or invoices for each case. To print a payment page, the clerk must use the special payments tab in Clerk's Assistant to override the CCU rejection field.

**Note**: A. For non MDEC locations, use the above instructions.

B. For MDEC locations, you will use the same process to print invoices as used for any case type.

### Step 5: Accounting Review and Allocation for Partial Payments

The clerk then gives the payment pages or invoices to the Accounting Clerk for review and allocation. RCS- partial payments will need the barcodes on the RCS payment pages reduced in the correct order. MDEC – nothing needs to be changed on MDEC invoices.

#### Step 6: Entry into the Cash Register

The Accounting Clerk returns the payment pages or invoices to the cashier for entry into the cash register, with a payment type of STARS-CCU.

**NOTE:** A. Each case is rung individually.

- B. RCS The cashier should request a RCS Drawer Balance Report from their supervisor to verify the STARS payments upon completing all payment pages.
- C. MDEC Once all of the invoices are processed, Accounting will close the STARS CCU/PNP Till.

### Step 7: Cash Registers Closed Out – End of Day

The register(s) are closed out at the end of the day as usual.

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# Step 8: CCU Data Loaded into GEARS via the JIS BUS

Run the CCU-FAR Report in GEARS to confirm the money entered matches what was received less any returns.

# Step 9: Returning Money to CCU

1. The Accounting Clerk completes the Accounting Adjustment Form provided from DBF. This form lists the amounts and case numbers for misdirected payments (money not belonging to your court) and duplicate payments (money which the customer had previously paid) to be sent back to CCU.

				Refund	(DBF internal use only)						
					Journal ID#						
						Exclude JID#					
							FMIS JE#				
							DATE				
Prepare By:											
LOCATION:											
							Annroved By:				
(Note: Replace XX with		Approved By:									
		FINANCIAL	BATCH			DEBIT	CREDIT				
REASON FOR ADJUSTMENT	FY	AGENCY	COUNTY	PCA	OBJECT	AMOUNT	AMOUNT	TC	REV.	DESCRIPTION	
Return Fund to	16	C00	CXX	XX010	5468			411			
Central Collections		F10	na	12257	9651			410			

- 2. Upon completion of the form it should be sent to the appropriate DBF email address below: Judiciary Finance Revenue District Court
- 3. Also send the completed form to the following 3 persons:

Dennis.noon@maryalnd.gov Kim.ey@maryland.gov Nizam.ali@maryland.gov



# OTC – Parole and Probation (PNP) Processing and Adjustments

The Parole and Probation Unit (P&P) sends money monthly via an inter-agency transfer to AOC Department of Budget & Finance, for the money they collected that month. Below are the steps you should be following to record the money via the cash register, and steps to follow to return money to P&P by way of a Journal Adjustment to DBF.

### Step 1: Notification of Monies Received

AOC Department of Budget & Finance (DBF) sends an email with an excel spreadsheet of the monthly amount Parole and Probation received for each Court.

#### Step 2: Receipt of Detail Cases from Parole and Probation

P&P sends a 'green bar' report each month with the detail case numbers and amounts received.

### Step 3: Balance DBF Funds Received to Case Detail from Parole and Probation

The total amount from the 'green bar' detail report from P&P should equal the excel spreadsheet from DBF.

#### Step 4: Review Report and Print Payment Pages

The Accounting Clerk reviews the report and then gives the report to a clerk to print the payment pages or invoices for each case.

**NOTE**: **For Non MDEC locations**, if you print a payment page and the amounts are blank, further research is required to determine if the funds are a double payment and/or a manual adjustment was processed. If you need assistance with determining this, please contact your Accounting Area Specialist.

**For MDEC locations**, you must follow the instructions in the Financial User Guide regarding the review of the Notes tab. If you see a payment was taken by the Court, further research is required to determine if the funds are a double-payment; but you still assess the fees and process the disbursement. If it is determined that the funds were paid twice, the money should be refunded to the defendant. If you need assistance with determining this, please contact your Accounting Area Specialist.

### Step 5: Accounting Review and Allocation for Partial Payments

The clerk then gives the payment pages or invoices to the Accounting Clerk for review and allocation (partial payments will need the barcodes on the payment pages reduced in the correct order).

#### Step 6: Entry into the Cash Register

The Accounting Clerk returns the payment pages or invoices to the cashier for entry into the cash register, with a payment type of STARS-PP.

- A. Each case is rung individually.
- B. The cashier should request a RCS Drawer Balance Report from their supervisor to verify the STARS payments upon completing all payment pages. Once all of the invoices are processed, Accounting will close the STARS CCU/PNP Till.

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# Step 7: Cash Registers Closed Out – End of Day

The register(s) are closed out at the end of the day as usual.

## Step 8: P&P data Loaded into GEARS via the JIS BUS

Run the PNP-FAR Report in GEARS to confirm the money matches what was received less any returns.

### Step 9: Returning Money to Parole and Probation

- 1. Highlight and circle the cases on the 'green bar' report received from P&P that are being returned.
- 2. The Accounting Clerk completes the Accounting Adjustment Form provided from DBF. This form lists the amounts and case numbers for misdirected payments (money not belonging to your court) and duplicate payments (money which the customer had previously paid) to be sent back to P&P.

1												
Refund Fund to P&P					(DBF internal use only)							
						Journal ID#						
							Exclude JID#					
							FMIS JE#					
							Date Posted					
						Agency Ref.#	Date					
							Prepare By:					
LOCATION:												
							Approved By:					
(Note: Replace XX wit	th loca	tion code	)									
		FINANCIAL	BATCH			DEBIT	CREDIT					
REASON FOR ADJUSTMENT	FY	AGENCY	COUNTY	PCA	OBJECT	AMOUNT	AMOUNT	TC	REV.	P&P	DESCRIPTION	
Return Fund to	16	C00	CXX	XX240	9653			411		Invoice#		
Parole and Probation		Q00		D0520	na		-	414	REV.	Name#		
										DPP#		
										Docket#		
TOTALS												

- 3. Upon completion of the form it should be sent to the appropriate DBF email address: Judiciary Finance Revenue District Court
- 4. Also send the completed Accounting Adjustment form and the Highlighted/Circled 'green bar' report to the following person: devra.moulton@maryland.gov